

Appendix 9: Skills Checklists for Hands-on Exercises

Module 2 Set-Up Exercise: Skills Checklist	
The participant should practice the following skills as appropriate to the work setting and specifications. Use the second column (✓) to check off skills performed and record any comments as necessary.	
Skill	✓
1. Determines a level of worksite preparation that is most appropriate for the project.	
2. Selects the appropriate supplies and materials needed to construct any required barriers or containment.	
3. Posts warning signs in proper locations.	
4. Places warning tape around perimeter, if needed	
5. Cuts proper size plastic sheeting for purpose intended. <ul style="list-style-type: none"> • Constructs required door airlocks. • Covers floor or ground appropriately for project. • Covers windows, if necessary 	
6. Joins plastic properly.	
7. Turns off ventilation system and seals all vents to room with plastic sheeting, if necessary.	
8. Moves furniture and/or covers with plastic any furniture that can't be moved, if required.	

Module 3 Lead Safe Work Practice: Skills Checklist

The participant should practice the following skills as appropriate to the work setting and specifications. For more information on how to perform specific tasks in a lead safe manner, consult the Lead Safety Field Guide in Appendix 8. Use the second column (✓) to check off skills performed and record any comments as necessary.

Skill	✓
1. Use appropriate personal protective equipment and clothing for the job.	
2. Avoid dangerous practices. <ul style="list-style-type: none"> • Open flame burning or torching • Heat guns over 1100 degrees Fahrenheit • Power sanding, grinding, abrasive blasting without HEPA vacuum attachment • Extensive dry scraping and dry sanding 	
3. Use safe practices <ul style="list-style-type: none"> • Wet scraping/wet sanding • Heat guns below 1100 degrees (F) • Chemical strippers (following manufacturer's instructions) • Power tools with HEPA vacuum attachments • Misting surfaces or using shaving cream prior to drilling, cutting or coring • Scoring paint • Pulling and prying (instead of pounding and hammering) 	
4. Clean worksite on an ongoing basis. <ul style="list-style-type: none"> • Remove paint chips and debris from the site regularly. • HEPA vacuum horizontal surfaces • Wrap and dispose of large components as they are removed • Clean up worksite and tools at the end of each day 	
5. Take proper precautions when leaving the worksite temporarily <ul style="list-style-type: none"> • Remove shoe covering, HEPA vacuum or wipe shoes • Use tack pads • Remove coveralls or HEPA vacuum clothes 	
6. Package, label, and store waste properly. <ul style="list-style-type: none"> • Segregate hazardous and non-hazardous waste. • Place all removed plastic sheeting, tape and other contaminated work area materials in heavy duty disposal bags. • Place all used cleaning supplies (rags, mop heads, etc.) in heavy duty disposal bags. • Place all used disposable personal protective equipment in waste bags. • Wrap building components, such as removed windows, in heavy duty poly sheeting and seals all seams with duct tape. 	
7. At the end of each day, decontaminate self, supplies and equipment. <ul style="list-style-type: none"> • Wipe off all tools and equipment. • HEPA vacuum all protective clothing before leaving contained area. • Remove protective clothing properly. • Remove work shoes and place in plastic bag. • Place used cleaning rags and clothing in a waste bag. • Wash at least face and hands, including fingernails. 	

Module 4 Clean-Up: Skills Checklist

The participant should practice the following skills as appropriate to the work setting and specifications. Use the second column (✓) to check off skills performed and record any comments as necessary.

Skill	✓
1. Select the equipment needed to perform clean-up.	
2. Demonstrate final pre-clearance procedures in the correct order. <ul style="list-style-type: none"> • Pick up large debris with wet disposable cloths • Mist sheeting before folding • Fold dirty side inward • Tape shut to seal in dirty side • Places contaminated plastic into heavy duty plastic disposal bags. 	
3. Demonstrate the proper order of final clean-up. <ul style="list-style-type: none"> • HEPA vacuum • Wet Detergent Wash and Rinse • HEPA vacuum (if necessary) 	
4. Demonstrate proper use of the HEPA vacuum. <ul style="list-style-type: none"> • Vacuum all surfaces (ceiling, walls, trim, floors) using proper attachments for each surface type. • Start at the ceiling and works down. • Vacuum at least two feet beyond containment area 	
5. Demonstrates proper washing techniques for hard surfaces. <ul style="list-style-type: none"> • Follow manufacturer's instructions for use of detergent and recommended dilution. • Thoroughly and completely washes all surfaces. • Work from ceiling down. • Rinse the area with clean water from the other side of the bucket. • Change rinse water often. • Dispose of dirty water and rags/sponges appropriately. 	
6. Demonstrate how to package, label, and store waste. <ul style="list-style-type: none"> • Segregate hazardous and non-hazardous waste • Place all removed plastic sheeting, tape and other contaminated work area materials in heavy duty disposal bags. • Place all used cleaning rags, sponges, mop heads, paper towels, in heavy duty disposal bags. • Place all used disposable personal protective equipment in waste bags. • Wrap building components, such as removed windows, in heavy duty poly sheeting and seal all seams with duct tape. 	
7. Decontaminate self, supplies and equipment. <ul style="list-style-type: none"> • Wipe off all tools and equipment. • HEPA vacuum protective clothing before leaving contained area. • Remove protective clothing properly. • Remove work shoes and place in plastic bag. • Place used cleaning rags and clothing in a waste bag. • Wash at least face and hands, including fingernails. 	